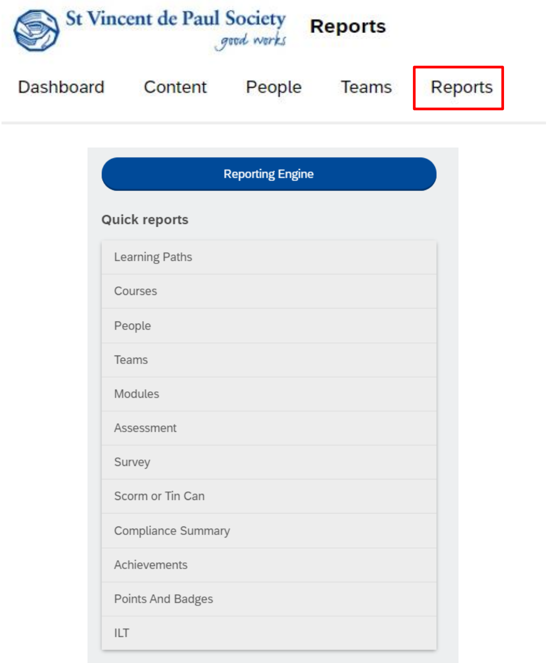
Quick Reference Guide: Reporting

This Quick Reference Guide (QRG) is designed to help you understand how to run a report in the Vinnies Learning Centre (VLC).

1 Reporting Access for Team Leaders/Admin

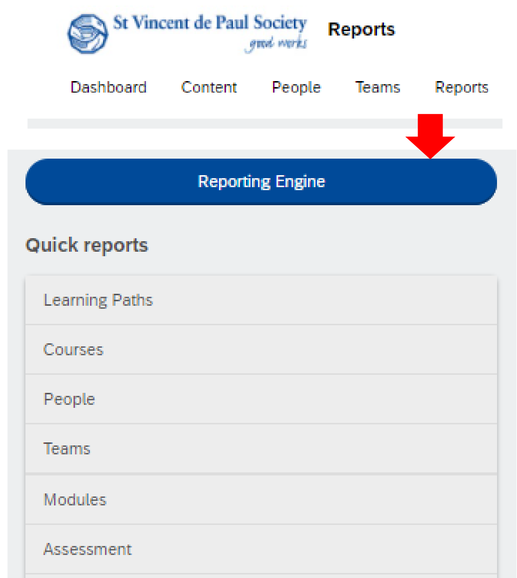
As a Team Leader/Admin you will have access to:

- Team Results for Course and Learning Paths for any team you have been assigned as the team leader/Admin for, and any teams under that team in the hierarchy.
- Assignments assigned to the team and/or to individual level for users on the teams that you lead.
- Be able to Save and Share reports with other users as well as receive shared reports from others with Team Leader/Admin access to the same team.



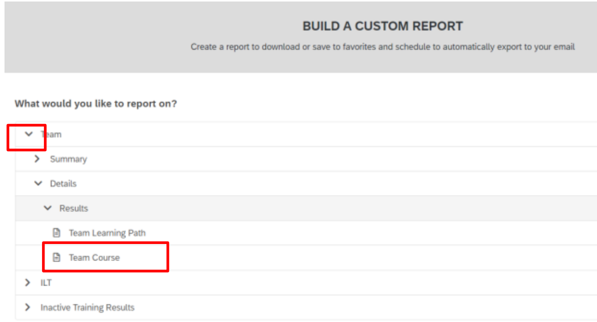
2 Reports

From this page you have access to **Quick Reports** and the **Reporting Engine**. The next steps will explain both options in more detail.



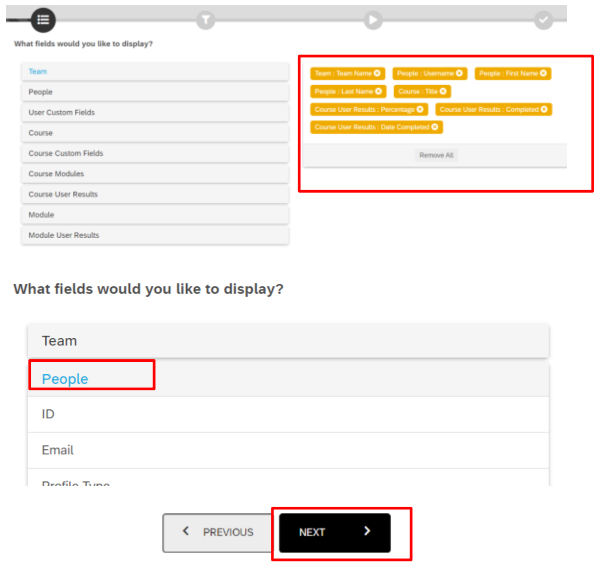
3 Reporting Engine

Reporting Engine allows you to build custom reports. Select the report you wish to run, by clicking on the drop-down arrow, then you can drill down to find the report you require This example drills down to Team Course.



4 Filters

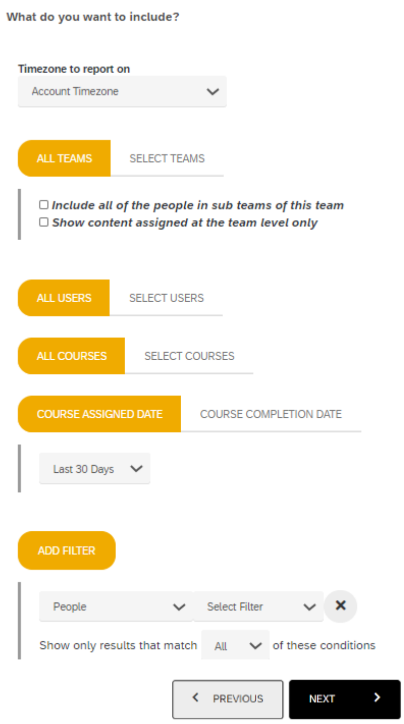
- When team course is selected a new page opens. The orange fields on the right indicate existing columns in the report. You can remove these fields if not required.
- To add further information, select the fields on the right of the page to open further selections. **Then select Next.**



5 What else do you need to include?

Ensure you select **Account Time zone**

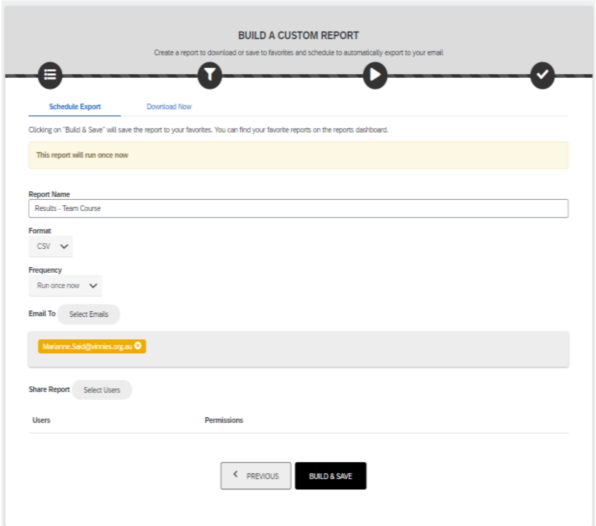
- You can choose to run the report on all the teams or select learners (known as users).
- You can select to run the report on all courses or select specific courses.
- Select either Course Assigned date or Completion Date.
- You have an option to choose the date range you want to run the report for.
- To ensure only *active* users are pulled into the report, set the filter to include just the active users then Select **Next.**



6 Preview and Saving your Report

You will receive a preview of your report on a new page. **Select Next.**

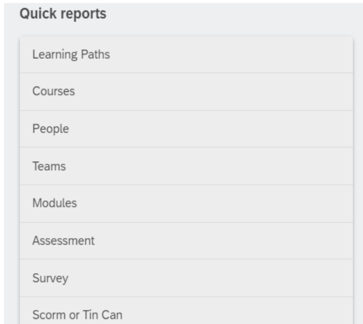
From this page you can **Download** the report to Excel or CSV format and view immediately or select to **Schedule the Report** to run later and you can also share it with others.



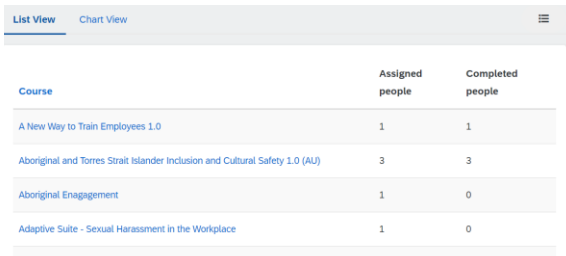
- You can schedule the report to run once or on a regular basis.
- When saving your report ensure you change the file type from CSV to Excel

7 Quick Reports

Quick Reports works the same way as a Quick Access Report which is covered off in the Team Leader/Admin quick reference quide



- Select the report you wish to view/run. For this example, we are using Course Activity.
- You will see a list of courses that have been assigned to your direct reports or team, select the course you wish to view.



- You will be now able to see your Direct Reports/Team and their status of this course.
- This will revert you to your dashboard, select **Download/Schedule this Report** (refer step 6).